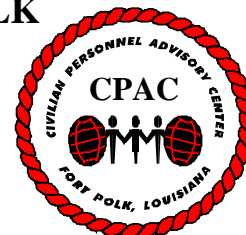




**JOINT READINESS TRAINING CENTER AND FORT POLK
CIVILIAN PERSONNEL ADVISORY CENTER
FORT POLK, LOUISIANA 71459-5341**

**"ARMY CIVILIAN PERSONNEL PROFESSIONALS--
HELPING LEADERS MEET THE MISSION"**



**CPAC INFORMATION BULLETIN
NUMBER 37**

JUNE 2001

MESSAGE FROM THE SECRETARY OF THE ARMY

Shortly after taking his oath of office, the Honorable Thomas E. White, Secretary of the Army, issued the following message.



I am honored to be the 18th Secretary of the Army and extremely proud to be back in the Army at this critical juncture in our history. No matter what the challenge, we will meet it by working together to accomplish the Army's priorities.

People are the Army. I will ensure that we are doing our best to recruit, assign, promote, and manage people in a manner that ensures we are providing opportunities for people to grow professionally, balance family and mission, and have fun.

Readiness is our mission. I will review the manner in which we assess readiness, account for resources as a part of our readiness, and I will fully engage in the Secretary of Defense's strategic review that will determine what we must be ready to accomplish. I will also find ways to make more efficient use of our resources in order to support the core needs of the Army.

Transformation is an imperative. We must transform everything about the Army- the way

we train, equip, fight, and care for people. Everyone must understand the vision General Shinseki articulated for the Army and take actions at your level to contribute to the transformation. I expect every member of the Army to embrace transformation to the fullest to make it a reality.

Let there be no mistake that I am here for one reason - to work hard for the active and reserve component soldiers, civilians, veterans, and their families. I am fully committed to do everything in my power to improve the quality of life for our people, strengthen our readiness to prevail in every mission, and to make the transformation of the Army a reality.

I look forward to working with every one of you. See you in the mud.



COMMERCIAL ACTIVITIES

HOW HAS ARMY FARED THUS FAR?

The in-house workforce has won 21 (58%) of the 36 full cost competitions that the Army has completed since FY 97, encompassing 5,613 spaces. An additional 16 full cost competitions (4,881 spaces) have completed cost comparison

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and are currently in the appeal and protest process; of these 16 studies, 11 (69%) are tentative in-house decisions. Another 105 studies (23,604 spaces) are in the initial phases of the A-76 process. The Army has initiated A-76 studies covering 35,559 spaces since FY 97. This includes completed streamlined cost competitions of 446 spaces and direct conversions of 1,015 spaces. The completed studies (7,074 spaces) will produce recurring savings of \$119 million per year (35% of pre-study costs).

On 9 Mar 01, the Deputy Director of the Office of Management and Budget (OMB), issued a memorandum requiring all agencies to complete public-private competitions on not less than 5% of the full time equivalents (FTEs) listed in the Federal Activities Inventory Reform (FAIR) Act inventories during FY 02. For the Army, this equates to completing studies of 7,800 spaces in FY 02. The Army will meet this target with the activities currently under A-76 study.

The 9 Mar 01 Memo also indicated "the President's commitment" to compete at least one-half of the FTEs in the FAIR Act Inventory. The memorandum did not specify when this goal must be met. Discussions are underway regarding the extent and timing of additional competition targets. The Army leadership and OSD are working to ensure that any additional study targets make sense and are executable.

WHERE ARE WE

Amendment 03 on the solicitation for the CA Whole Base Study was issued on 01 June 2001. This amendment changed among other areas the date to 01 August 2001 for proposals to be submitted.

The Management Study is still in process of being finalized. The team of installation personnel, and the supporting contractor

identified areas requiring change in the specifications of the solicitation. These changes will be made in the next amendment.

The Army Audit Agency (AAA) has started their formal review of the Management Study and the Independent Government Estimate (IGE). Changes required by AAA to ensure the necessary audit trail will be made.

Additional questions have also been received from commercial firms that are in the process of being answered.

Required changes that have recently been identified are expected to be incorporated into the next amendment around 01 July 2001. It is not expected the 01 August 2001 submission date of the proposals will be changed.

The key project milestone dates are provided below:

| | |
|--------------------------------------|-------------|
| Receipt of Proposals | 01 Aug 2001 |
| Evaluation of Proposals Begin | Aug 2001 |
| Cost Comparison and Initial Decision | May 2002 |
| Public Review and Appeals Completed | Aug 2002 |

Changes in the solicitation or if a new date is established for submission of proposals, will be reflected by an amendment to the solicitation and posted on the A-ACC web site (<http://www.forscom.army.mil/aacc/>) where the solicitation is currently posted.

RIF PLANNING MAJOR EVENTS

The execution of the MOCK RIF was delayed pending the completion and revision of the Management Study and deployment of MODERN. It is expected that the MOCK RIF will now be completed not later than 15 Nov 01.

Phase II of our RIF Planning efforts are nearing completion. The results of this effort will be reflected in the Technical Performance Plan. The revised RIF planning major events time line is as follows:

| | |
|----------------|---|
| Nov 01 | <ul style="list-style-type: none"> Complete MOCK RIF Prepare RIF Package & VERA Request & Synchronize Civilian Execution Plan |
| May 02 | <ul style="list-style-type: none"> Freeze Personnel Actions & Identify Exceptions Review RIF Ground Rules |
| Jun 02 | <ul style="list-style-type: none"> Conduct PPP Briefings |
| Jul 02 | <ul style="list-style-type: none"> VERA/VSIP Open Window |
| Aug 02 | <ul style="list-style-type: none"> Notify Workforce of VERA/VSIP Approvals |
| Sept 02 | <ul style="list-style-type: none"> Publish General RIF Notice Identify Abolished Positions Appraisal Cutoff Date OPF Update Cutoff Date Records Review Cutoff Date Commence Conduct of RIF Issue Discontinued Service Retirement Letters |
| Nov 02 | <ul style="list-style-type: none"> Brief Command/Unions on RIF Results |
| Dec 02 | <ul style="list-style-type: none"> Coordinate Right of First Refusal Issues Issue RIF Notices Issue Early Termination Notices Outplacement Assistance |
| Mar 03 | <ul style="list-style-type: none"> RIF Effective Date |

Please note that these dates are subject to change. We are working in concert with our CPOC partners to ensure that "People First - Mission Always" is a reality even in this process. Of course, we will continue to keep you informed as developments occur.



THE SMARTFORCE

Have you noticed? Increasingly the work we perform requires us to use new technologies. The Command has recognized that this is the wave of the future and has decided to do something about it. What did the Command decide? The Command decided to invest in you by providing you the opportunity to develop, improve and enhance your automation proficiency. Now you want to know more don't you?



Well, here are the details again in case you missed them or failed to take advantage of this wonderful opportunity last month. Remember, your ticket to automation proficiency has been purchased just for you. All you've got to do is use it. Read, comply, enroll today and you're on your way to becoming one of the most highly trained employees on the planet.

Leveraging technology and employee empowerment are fundamental tenants of our concept of operations defining how the installation will operate in the future. As a result, one of the Command's Human Capital Management strategic initiatives set forth in our strategic plan seeks to embrace continuous learning and empower employees by leveraging technology to improve training opportunities.

Our initial focus is to enhance the automation skills of the workforce as we transition to the digitized Army. That is, we want to have the most highly trained workforce on the planet. To this end, the Command has identified a core curriculum of web-based training courses that all GS employees should take to enhance their computer literacy. The courses identified are:

End User Operating Systems & Tools

| <u>Title</u> | <u>Hrs</u> |
|----------------------|------------|
| Basic IT Concepts I | 3 |
| Basic IT Concepts II | 3 |
| Using the Computer | 3 |
| Info & Communication | 4 |
| Windows 98 I | 5 |
| Windows 98 II | 4 |

Microsoft Office 2000

| <u>Title</u> | <u>Hrs</u> |
|-----------------------|------------|
| Beginning Word | 5 |
| Intermediate Word | 4 |
| Advanced Word | 4 |
| Word for Power Users | 4 |
| Beginning Excel | 3 |
| Intermediate Excel | 4 |
| Advanced Excel | 3 |
| Excel for Power Users | 4 |
| Beginning Access | 4 |

| | |
|-----------------------|---|
| Advance Access | 4 |
| Beginning Power Point | 4 |
| Advance Power Point | 4 |
| Beginning Outlook | 4 |
| Advanced Outlook | 4 |
| Beginning FrontPage | 4 |
| Advanced FrontPage | 4 |

Web End User - Internet/Intranet Skills

| <u>Title</u> | <u>Hrs</u> |
|----------------------------|-------------------|
| Basic Concept | 3 |
| Using Email | 3 |
| Using TELNET, FTP & Gopher | 3 |
| Using Newsgroups | 3 |
| Searching the Internet | 3 |

MS Internet Explorer

| <u>Title</u> | <u>Hrs</u> |
|------------------------------|-------------------|
| Explorer 5.0-Getting Started | 4 |
| Explorer 5.0-Up & Running | 4 |

These courses are a part of over 1,400 courses now available for your use. The Army has entered into an enterprise agreement with SmartForce to provide these web-based computer training programs with an Information Technology (IT) focus. Believe it, you can obtain certification level training for over 40 vendor certifications such as MCSE, Microsoft Office User Specialist, Novell CNE, Cisco, Lotus Notes, Intel, Oracle, Project Management and much more. This is the finest technology training available from today's leader in the e-learning industry. As a direct result of this agreement you can:



- Access your training at anytime
- Learn at your own pace
- Prepare yourself to qualify as a Certified Information Technology Professional
- Enhance your PC desktop skills
- Achieve essential training goals at No Cost!

To demonstrate its commitment to transforming our workforce to the most highly trained on the planet, the Command has also agreed to establish an Individual Learning Account (ILA) of 113 hours for all employees. This account

may be used to enroll in and complete the suite of courses in our core curriculum on duty time, subject to your supervisor's approval. To activate the ILA, you need only speak with your supervisor, enter into and sign the Memorandum of Understanding (MOU), enroll in a course and track the hours expended during duty hours. Of course, you must always obtain your supervisor's permission before stopping work to complete a course. To facilitate the tracking process, we have also developed a brochure that can be utilized for this purpose.

While our objective is for all GS employees to complete at least one course this year, all employees, regardless of pay plan or service are encouraged to avail themselves of this opportunity. Your ability to fulfill self-improvement goals will provide you with the tools needed to excel in the future. The future is in your hands. Make sure you are Ready! Enroll Today!

After initial registration, access and use of the courseware can be made from any Windows PC (e.g., your personal Internet connection from home). See Civilian Personnel Bulletin No. 11-01 for more details, your organization's POC and the MOU



EBIS IS NOW AVAILABLE

The Employee Benefits Information System (EBIS) is now available for TSP on-line elections. The EBIS may be accessed through the ABC-C website at www.abc.army.mil. Employees now have two automated systems available to make TSP open season election, the EBIS and the Interactive Voice Response System (IVRS). Employees can access IVRS by calling the 1-877-276-9287 toll free number and following the prompts to the TSP Section. Over 15,000 elections have been made via the IVRS, which has been available from the

beginning of the TSP open season (May 15). Over 3,900 elections were made over EBIS in the first two days of availability.

Employees may also complete a hardcopy TSP-1, Election Form and submit it to their servicing Civilian Personnel Advisory Center (CPAC), an option that will be available until open season ends on July 31. **Employees are cautioned not to duplicate elections.** If an electronic election has been made, a hard copy form should not be submitted. If a hard copy form is submitted, employees should not duplicate the action through the electronic automated systems.

As of May 1, 2001, distribution of TSP account funds must be completed directly with TSP by employee's accessing their individual account using either the TSP website at <http://www.tsp.gov> or through the ThriftLine at 1-504-255-8777. The Thrift Board has stated they will accept a hard copy TSP-50, Investment Allocation form, however these forms were only distributed at 10% of employee strength.

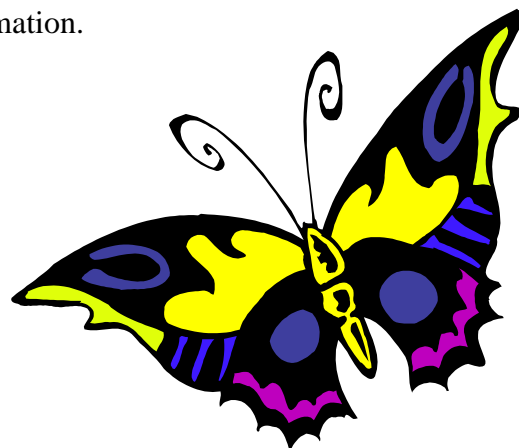
of the LES, These changes to the LES will be effective with the pay period beginning June 3, 2001.

Thrift Savings Plan participants are able to access the following TSP data on TSP's website at www.tsp.gov or ThriftLine at (504) 255-8777:

- Review the account balance as of the end of the previous month
- Request, change, or cancel the allocation of future contributions
- Request, change, or cancel an interfund transfer
- Review the loan amount available and the current loan interest rate
- Review the status of a loan application
- Review the status of a withdrawal payment
- Replace or customize the four-digit TSP Personal Identification Number (PIN)

CIVILIAN LEAVE AND EARNING STATEMENT (LES) INFORMATION

To better serve the needs of our customers, DFAS has recently added a detailed explanation of the Civilian Leave and Earning Statement (LES) along with an example of the LES form to its web site at www.dfas.mil/money/civpay. This is yet another example of how DFAS is working to provide our customers with useful and timely information.



CIVILIAN PAY CORNER

FRIENDLY REMINDER LEAVE AND EARNINGS STATEMENT CHANGES

Look for changes to the leave and earnings statement (LES) for TSP information. The LES will continue to display the employee percentage contribution in Block 22. However, Block 22 or the LES will no longer reflect Thrift Savings Plan (TSP) Fund allocations as this function is now performed by employees directly with TSP. The Defense Finance and Accounting System (DFAS) will no longer reflect the earnings for TSP calculation on the LES. The LES will continue to reflect the actual amount of TSP deductions withheld current and year to date in the deductions block



TSP RATES OF RETURN

The G, F, and C Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis. The S and I Funds were implemented in May 2001, so the twelve-month returns reflect the performance of the S and I Funds for May 2001 and the related Barclay's funds in which they are invested for the previous 11 months. Percentages in () are negative.

Rates of Return were updated on **June 4, 2001.**

| | G Fund | F Fund | C Fund | S Fund | I Fund |
|------------------------|---------------|---------------|---------------|---------------|---------------|
| May 2001 | 0.47% | 0.61% | 0.65% | 1.42% | 4.13% |
| <u>Last 12 Months*</u> | | | | | |
| (6/1/2000 - 5/31/2001) | 5.93% | 13.18% | 10.55% | 4.88% | 17.72% |

The monthly G, F, C, S, and I Fund returns represent the actual total rates of return used to allocate monthly earnings to participant accounts. Allocations are usually completed by the 4th business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

WE'VE BEEN ASKED

VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)

Q. What is VERA?

A. VERA is used to avoid involuntary separations or downgrades when OPM determines that an agency is undergoing a major reduction in force, major reorganization, or major transfer of function, and a significant percentage of the

employees serving in the agency will be involuntarily separated or subject to a downgrade.

Q. Who can approve a VERA?

A. If (at the request of an agency) OPM determines that an organization is undergoing a major reduction in force, major reorganization, or major transfer of function, OPM can provide the agency the authority to offer VERA

Q. What are the basic age and service requirements for VERA?

A. To be eligible for VERA, an employee must be either age 50 with 20 years of service or have 25 years of total creditable service at any age. It is important to note that if an employee who is covered by the Civil Service Retirement System takes a VERA, he or she will face a two percent reduction in annuity per each year he or she is under the age of 55.

Q. If an employee meets the age and service requirements for VERA, are there any other restrictions that would prevent offering VERA?

A. Yes. Temporary and term employees are precluded from receipt of VERA; the individual must have been employed with the agency for 31 days prior to the date the agency requested authority; and the individual may not be in receipt of an involuntary separation notice for misconduct or performance.

Q. Can management offer VERA to an employee who has been issued a RIF separation notice?

A. Within DoD, once an employee is issued a RIF separation notice, that employee is no longer eligible for VERA. VERA is a voluntary action; receipt of a separation notice makes any following action involuntary.

WHAT IS A TRAUMATIC INJURY AND WHAT ARE THE PROCEDURES FOR FILING A CLAIM?

Definition:



This type of injury is defined as a wound or other condition of the body caused by external force, including physical stress or strain.

It must be identifiable by time and place of occurrence and a member or function of the body affected. Further, it must be caused by a specific event or incident or a series of events or incidents within a single day or workshift.

Procedures

1. Employee - Immediately advise his/her supervisor that an on-the-job injury has been sustained.
2. Supervisor - If immediate emergency medical treatment appears necessary, personally escort employee to the Installation Medical Facility. If employee does not wish to be treated by Army physicians, he/she must be provided Form CA-17 by the supervisor or compensation specialist. Immediately notify the Safety Officer of the accident or incident. Normally, a safety incident report must be filed with the installation Safety Office.
3. Employee - If initial and follow-up treatment is available at the Installation, he/she is asked to use their services in order to help reduce Federal Employees' Compensation Act (FECA) costs and cases. He/she has the right, however, to be seen by a private physician, so long as the physician is not on the Office of Workers' Compensation (OWCP) exclusion list which is maintained in the Civilian Personnel Advisory Center (CPAC). Prior OWCP approval should be obtained before seeing a chiropractor. If the employee elects to

see a private physician, he/she may not later change physicians without prior OWCP approval or referral by the attending physician. It is the employee's responsibility to:

- a. Obtain timely examination or treatment from a physician. Have the physician complete the Form CA 17, Duty Status Report, and return them to the supervisor who will then send it to the CPAC.
 - b. Advise the physician of the availability of [light duty](#) and part-time duty.
4. Employee - Report injury by completing Form CA 1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, and submit to the supervisor within 2 workdays of the injury. If incapable of completing the CA 1, have someone submit it on their behalf. Give detailed and specific information. In Block 15 of the CA 1, specify whether time lost from work due to the work-related injury should be charged to [sick leave](#), [annual leave](#) or [Continuation of Pay](#) (COP). COP is the continuation of an injured employee's regular pay, for up to 45 calendar days, without charge to leave. All periods of COP must be supported by a doctor's certificate. To be eligible for COP, he/she must submit the CA 1 within 30 calendar days of the injury. Statutory time requirements for other FECA benefits will be met if the CA 1 is filed no later than 3 years after the injury. Since the benefits are based on the claim it is important to complete the CA 1 as carefully as possible.

If the injury is witnessed, obtain the name, telephone number, and written statement from each witness. It is the employee's responsibility to provide prompt and accurate information and

submit appropriate medical documentation to support their claim and all absences from work. Additionally, he/she must return to duty, regular or light duty, full-time or part-time, as soon as they are able.

5. Supervisor - Ensure receipt of the CA 1 within 2 workdays. Complete and return Receipt of Notice of Injury portion of the CA 1 to the employee. Upon receipt of the CA 1, carefully review the form for completeness, investigate the accident and document completely on the form, interview the witness(es), complete appropriate safety forms, controvert questionable claims, and submit the CA 1 and related documentation to the CPAC within 2 workdays of receipt from the employee.

6. Employee - If emergency treatment from the Installation Medical Facility



was received, there will be advisement in writing as to what the examination revealed about his/her condition, what his/her restrictions are, if any, and when he/she can return to duty, either regular or light duty, full-time or part-time. If the Installation Medical Facility refers him/her or they request to see a private physician, he/she may not later change physicians without prior OWCP approval or referral by the attending physician. The supervisor will issue

CA 17 Duty Status Report, which a private physician must complete and return to the supervisor to forward to the CPAC.

7. Employee/Supervisor - If no time is lost from work other than on the day of injury and no medical bills are incurred, no further action is required.

8. Employee - If time is lost, all absences must be supported by a medical statement. If medical bills are incurred, the originals must be forwarded to the CPAC, who will then forward them to OWCP.

9. Supervisor - If time is lost from work and the employee elects COP, forward the medical certification to the CPAC. Copies of all OWCP-related information should be retained by the supervisor; however, all original documentation should be forwarded to the CPAC. Additionally, he/she must annotate the Time and Attendance (T&A) Sheet in accordance with Time and Attendance Reporting - Civilian Pay, and provide a copy to the CPAC of the T&A sheet for each pay period that COP is charged.

10. Employee/Supervisor - Submit CA 17 to the CPAC for every follow-up doctor appointment.

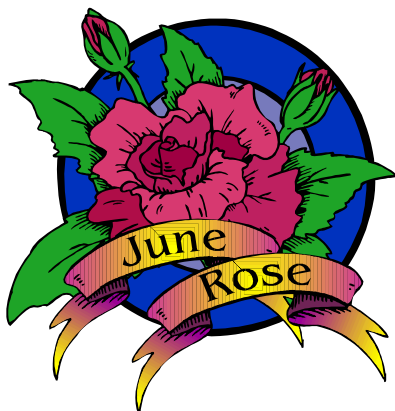
11. Supervisor - In cases where the medical evidence shows that recovery within the 45-day COP period is unlikely, send Form CA 7/20, Claim for Compensation on Account of Traumatic Injury, to the employee 5 days before the COP period expires. Upon receipt of completed CA 7/20, complete Statement of Official Superior portion and forward the original to the CPAC.

12. Supervisor - Submit CA 3, Report of Termination of Disability and/or Payment, when: (1) the employee returns to work after being in a COP status, or (2) when the employee stops receiving COP but does not return to work but goes on [leave without pay](#) (LWOP), sick leave, or annual leave, or (3) when the employee is released from light duty to full duty.

13. Employee/Supervisor - If after returning to duty, the employee is again disabled

and stops work as a result of the original injury, the recurrence must be reported on Form CA 2a, Notice of Employee's Recurrence of Disability and Claim for Pay/Compensation. If the employee has not used up all 45 days of COP and the recurrence is within 45 days of the return to duty from the original injury, the absence may be charged to COP.

14. Employee - If COP has been exhausted or 45 days have elapsed, he/she must elect sick leave, annual leave or LWOP. If sick leave or annual leave is elected to avoid possible interruption of income, he/she may later "buy back" the leave when/if compensation is approved by OWCP. He/she must be in a LWOP/nonpay status in order to receive compensation. Compensation is payable after a 3-day waiting period; however, no waiting period is required when there is a permanent injury or where the disability causing wage loss exceeds 14 days.
15. Supervisor - Submit LWOP SF 52, Request for Personnel Action, when LWOP exceeds 80 consecutive hours. Submit Return to Duty SF 52 and Form CA 3 upon employee's return to duty.
16. Employee - Submit Form CA 7/20 once COP is exhausted Claim for Continuing Compensation on Account of Disability, bi-weekly until the return to duty.



MANDATORY USE OF COMMERCIAL TRAVEL OFFICES (CTO's) WHEN OBTAINING RENTAL VEHICLES



Due to a recent change in the Joint Federal Travel Regulation (JFTR), para U3415, and Joint Federal Regulation (JTR) para C2102, uniformed members and civilian government employees are mandated to use government/contract Commercial Travel Office services to obtain a rental vehicle for official business.

The change is based on the policy in the Passenger Movement section of the Defense Transportation Regulation which states, "It is mandatory to obtain rental vehicles through the CTO, when available." The DTR further states; "Travelers disregarding rental car arrangements made by a CTO may be required to provide a justification for additional rental car cost before reimbursement is allowed."

At Fort Polk, rental cars can be obtained by visiting the Carlson Wagonlit Travel Office located in bldg 1830, In and Out Processing Facility, or by calling 537-0658 or 531-6246. For more information call Ramona Brenski at 531-4097.

LEAVE DONOR PROGRAM



Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Request to Donate Annual Leave to Leave Recipient", OF 630-A to Sherri Collier, at bldg. 413.

Who is in need:

| | |
|---------------------------|--------------|
| James R. Goodwin | DPW |
| Pamela J. Newhouse | DPTMS |

NOTICE

WARNING

The Command takes its obligation to provide a safe working environment for its employees seriously. Consequently, it has a policy of zero tolerance of violence. This means that threats of any kind, direct, veiled, or conditional will not be tolerated. What are examples of a direct, veiled or conditional threat?

Direct: "I'll show him...."

Veiled: "This place should shut down with one phone call...."

Conditional: "If they try to mess with me, I'll come back and get even."

Just as threats will not be tolerated, neither will intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior be tolerated.

Behavior of this type should be reported to your supervisor. In reporting the matter, you should explain what happened, who was involved, where it happened, when it happened, why and how it happened.

Violation of the policy will be cause for disciplinary or, depending on the severity of the offense, criminal action.

TURNING BACK THE HANDS OF TIME

HEADS UP!

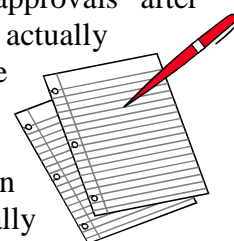


Seems that the piece of the New Modern System that will be processing the training is experiencing some problems that have deemed it necessary to delay the deployment.

NOTE: The rest of the New Modern System has been deployed as previously announced.

As a result of the non-availability of an automated training system we will have to "turn back the hands of time" and prepare manual DD Forms 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, for all training requests. Onsite courses will not require individual DD Forms 1556. I (Tami Culbreath) will prepare "blanket" 1556's and maintain the files.

Employees **may not** be assigned to training or permitted to enroll in a course, regardless of the course length, before formal approval has been granted by the management official delegated authority to approve training. Such approval is documented by signature on the manual DD Form 1556. Requests for approvals after employees have enrolled or actually begun the training **must** be disapproved. Employees who enroll in a non-Government training course without written prior approval are personally responsible for the total training cost.



Following are the required blocks to be completed on the DD Form 1556:

- Block 1. Name
- Block 3. Social Security Number
- Block 7. Phone Number (Office)
- Block 8. Position Title
- Block 9. Position Level
- Block 10. Pay Plan, Series, Grade
- Block 11. Organization Name
- Block 12. Organization Mailing Address
- Block 16. Are you handicapped or disabled?
- Block 17. Course Title
- Block 19. Recommended Training Source, School or Facility
- Block 19a. Name
- Block 19b. Mailing address
- Block 19c. Location of training site (if other than 19b)
- Block 20. Course Codes
- Block 20a. Purpose
 - 1-Mission or Program Change
 - 2-New Technology

- 3-New work assignment
- 4-Improve present performance
- 5-Meet future staffing needs
- 6-Develop unavailable skills
- 7-Trade or craft apprenticeship
- 8-Orientation
- 9-Adult basic education

Block 20b. Type

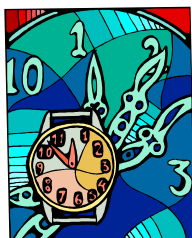
- 1-Executive and management
- 2-Supervisory
- 3-Legal, medical, scientific or

engineering

- 4-Administration and analysis
- 5-Speciality and Technical
- 6-Clerical
- 7-Trade or craft
- 8-Orientation
- 9-Adult basic education

Block 20c. Source

- A-US Army
- D-Other DOD
- F-US Air Force
- M-US Marine Corps
- N-US Navy
- 5-Defense Logistics Agency
- 2-Government-Interagency
- 3-Non-Government designed by agency
- 4-Non-Government -off the shelf
- 5-State or Local Government



Block 21. Course hours (a,b,c)

Block 23. Training Period (a,b)

Block 24. If training does not involve expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X this box.

Block 24. Direct Costs

- a. Tuition Cost
- b. Books, material, other costs
- c. Total direct costs

Block 26. Indirect Costs

- a. Travel costs
- b. Per diem/other costs
- c. Total indirect costs

Block 27. Accounting Classification - You do not have to have an Accounting Classification. However, you must enter the statement "To be paid with the Government Commercial Credit

Card" in this block. Contact the POC in block 37. for payment.

Block 32. Supervisor - This is the immediate supervisor of the trainee.

Block 33. Training Officer - This is the Activity Training Coordinator in each Directorate.

Block 34. Authorizing Official - This is the Director (must have completed the Delegation of Approval Training).

Block 37. Payment POC with complete address and phone numbers.

Following are the procedures to use at the completion of the training.

A copy of the DD Form 1556 **must** be maintained on file by the Directorate's Activity Training Coordinator.

A copy of the DD Form 1556 is to be forwarded to Tami Culbreath, Civilian Training for hardcopy posting to the Individual Training Record.

You cooperation in this endeavor, as always, is greatly appreciated.

For further information and/or assistance please call Tami Culbreath at 531-1856.

ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. romerok@polk-emh2.army.mil

2. Call 531-1848

Suggestions will be reviewed and addressed if at all possible.

//ORIGINAL SIGNED//
DONALD R. MALLET
Director, Civilian Personnel
Advisory Center